GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: www.GSAAdvantage.gov.

Schedule Number: 70 Schedule Title: Information Technology Professional Services
FSC Group: 70
Product Services Code: 132-51
Contract Number: - 47QTCA18D00EN

For more information on ordering from Federal Supply Schedules go to the internet address: http://www.gsa.gov/schedules. Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of work.

Contract Period: June 22, 2018 through June 21, 2023

Bivins, Tiffany Yolanda
Address: 1625 W. Smith Ct. Kent, WA 98032
Phone Number: 404-971-7967
Fax Number: 888-633-9309
Web site: http://tiffanybivins.com
Contact for contract administration: Tiffany Bivins
Email: info@tiffanybivins.com

Business size: Service Disabled, Veteran Owned Small Business, Woman Owned, Minority Owned

Modification Number: Refresh #46
CUSTOMER INFORMATION

1a. Table of awarded Special Item Numbers (SINs):

<table>
<thead>
<tr>
<th>SIN #</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-51</td>
<td>Information Technology Professional Services</td>
</tr>
</tbody>
</table>

1b. SIN # | SIN Title          | MAXIMUM ORDER |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>132-51</td>
<td>HRIS Program Manager</td>
<td>55.29</td>
</tr>
<tr>
<td></td>
<td>Senior Operations Manager</td>
<td>55.50</td>
</tr>
<tr>
<td></td>
<td>IT Release Manager</td>
<td>65.50</td>
</tr>
</tbody>
</table>

1c. N/A

2. Maximum order for each SIN: (Enter data in table shown below.)

<table>
<thead>
<tr>
<th>SIN#</th>
<th>MAXIMUM ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-51</td>
<td>$ 500,000</td>
</tr>
</tbody>
</table>

3. Minimum order: $100

4. Geographic coverage (delivery area): Worldwide

5. Point(s) of production: N/A

6. Discount from list prices or statement of net price: Net prices are included on this price list; negotiated discount has been applied and the IFF has been added.

7. Quantity discounts: 3% for orders over $300,000

8. Prompt payment terms: 1% Net 15 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes

10. Foreign items: N/A

11a. Time of delivery: To be negotiated with ordering agency at time of order.

11b. Expedited delivery: Contact contract administrator.

11c. Overnight and 2-day delivery: Contact contract administrator.

11d. Urgent requirements: Contact contract administrator for urgent requirements.

12. F.O.B. point(s):

Destination -- Delivery charges are paid by the seller and included in the unit price.

13a. Ordering address(es): Bivins, Tiffany Yolanda 1625 W. Smith Ct. Kent, WA 98032
13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanked purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule at [http://www.gsa.gov/portal/content/199353](http://www.gsa.gov/portal/content/199353).

14. Payment address: Tiffany Bivins 1625 W. Smith Ct. Kent, WA 98032

15. Warranty provision: Standard Commercial Warranty

16. Export packing charges: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): None

18. Terms and conditions of rental maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20. Terms and conditions of repair parts: N/A

20a. Terms and conditions for any other services: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventative maintenance: N/A

24a. Special attributes such as environmental attributes: N/A

24b. N/A

25. Data Universal Number System (DUNS) number: 080238162


27. Company's policy regarding uncompensated overtime. Tiffany Yolanda Bivins does not subscribe to a policy of uncompensated overtime.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Minimum/General Experience and Years of Experience</th>
<th>Functionality Responsibility (Summary)</th>
<th>Educational Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>Five Years Minimum Experience</td>
<td>Oversees the operational planning, establishment, and execution of an ongoing IT program relating to resources. Responsibilities include financial management, program tasking, operational performance (schedule and quality), and direct staff supervision. Evaluates and recommends candidates for vacant positions. Schedules and monitors work operations on a daily basis and actively assists or provides direction to subordinates as required. Establishes individual performance goals. Reviews performance against goals.</td>
<td>Bachelor's degree in Management, Computer Science, Information Systems or other scientific or technical discipline.</td>
</tr>
<tr>
<td>Sr. Operations Manager</td>
<td>Five Years Minimum Experience</td>
<td>Duties include development of release management processes and procedures; management of release schedules; facilitation of cross-organizational release planning; coordination of post-release turnover; management of releases; support of post-release reviews. Relates promotes industry standard frameworks and repeatability methodologies.</td>
<td>Bachelor's degree in Management, Computer Science, Information Systems or other scientific or technical discipline.</td>
</tr>
<tr>
<td>IT Programmer</td>
<td>Minimum four years specialized experience</td>
<td>Developing and implementing LAN operational management processes and procedures, changes, disconnects. Maintain accurate documentation and quality control, performs virus checks of all servers and service points. Developing software.</td>
<td>Bachelor's degree in Management, Computer Science, Information Systems or other scientific or technical discipline.</td>
</tr>
</tbody>
</table>